

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference:	Effective Date: April 25, 1999 <u>August 20, 2000</u>	Index Reference: Classification, <u>Reclassification</u> Allocation n, Position	Regulation Number: <u>4.174.06</u>
Issuing Bureau: Human Resource Services	Rule Reference: Rules <u>1-3</u> , 4-1.1, 4-1.2, 4-1.4, 4-1.6 , and 4-1.2		Replaces: Reg. 4.17 (CS-6803, July 14, 1996 <u>CS-6897 April 25,</u> <u>1999</u>)
Subject: AGENCY ORGANIZATIONAL CHARTS			

AUTHORITY

~~The Michigan Constitution of 1963, Article 11, Section 5, states in part:~~

~~*The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service.*~~

1. PURPOSE

The purpose of this regulation is to establish the standards and procedures for the submission of agency organizational charts. The organizational charts assist in the determination of a position's proper classification, based on the assigned duties, responsibilities, and organizational placement.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

~~Chapter 4 of the Michigan Civil Service Commission Rules provides the basis for position establishment and classification.~~

- A. Rule 1-3 Regulations.** — *The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director shall be binding on the department of civil service unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

- B.** **4.1.1 Requirement.** — All positions must be established in the classified service ~~except unless~~ where specifically exempted or excepted by article 11, section 5, of the constitution, or ~~by~~ these rules.
- C.** **4-1.2 ~~Allocation~~Classification.** — ~~All positions~~ established in the classified service ~~shall must~~ be reviewed ~~for purposes of determining their appropriate allocations to classify the position properly.~~
- D.** **4-1.4 Classification Plan.** — The commission shall authorize an official classification plan for all positions in the classified service, ~~which shall be administered by the department of civil service~~ The department of civil service shall administer the official classification plan.
- ~~**4-1.6 Regulations.** — The state personnel director shall issue any regulations to implement the provisions of this chapter.~~
- E.** **4-2.1 Position ~~Allocation~~ Classification Review** — The department of civil service ~~will~~ shall provide for both a periodic and ongoing review of positions in the classified service ~~for the purpose of reviewing the allocations of positions to ensure they positions~~ continue to be properly classified.

3. **STANDARDS**

- 1.A.** — Appointing authorities shall submit the official organizational charts by October 1 of each fiscal year. The organizational charts should be dated.
- 2.B.** — The appointing authority must submit current and proposed organizational charts whenever there is a proposed reorganization. The ~~Department of Civil Service Bureau of Human Resource Services (Bureau)~~ Department of Civil Service Bureau will determine whether the proposed reorganization is in compliance with Civil Service Regulation ~~4.184.07~~, 4.184.07, Agency Reorganizations.
- 3.C.** — The organizational chart ~~should~~ must include ~~information such as~~ the organizational title, ~~positions'~~ positions' classifications, ~~position numbers~~ position codes, and ~~employee incumbent~~ names.

4. PROCEDURES

Responsibility

Appointing Authority

Action

1. Submits to the Department of Civil ServiceBureau an annual package of organizational charts for the entire agencydepartment/autonomous entity.
2. Reviews and files the organizational charts.

Department of Civil ServiceBureau

CONTACT

Questions regarding this regulation should be directed to the ~~Bureau of Human Resource Services~~, Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.